



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

PARK ATTENDANT (SEASONAL)

Class No. 000735

■ CLASSIFICATION PURPOSE

To perform routine duties related to park operations and maintenance and assist Park Rangers as requested; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Park Attendants are seasonal positions. Most incumbents work part-time, but some may be assigned to full-time duty. Incumbents may be assigned to specific programs, specific parks, or to a roving crew to provide extra help during special events.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Collects and accounts for fees.
2. Interprets natural and historic features of parks to visitors.
3. Enforces safety rules and regulations.
4. Performs construction, maintenance, repair, and sanitation work.
5. Patrols the park.
6. Develops and prepares materials for educational programs and exhibits.
7. Leads youth recreation activities.
8. Provides clerical and customer support.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Public relations.
- Facility maintenance principles including construction, restoration, utility repair, housekeeping, landscape maintenance, and equipment repair.
- Principles and practices for developing and preparing educational programs and exhibits.
- County customer service objectives and strategies.

Skills and Abilities to:

- Interpret and follow written and oral instructions.
- Communicate effectively with park staff, park visitors and wide variety of community groups.
- Read, interpret, and enforce park rules and regulations, County ordinances, and State or Federal laws.
- Perform basic arithmetic in collecting fees.
- Make change, and account for fees.
- Effectively use a wide variety of hand tools and certain power tools.

- Operate automotive and other mechanical equipment used in park operations and maintenance.
- Perform basic maintenance on a variety of mechanical equipment used in a park.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An examples of qualifying education/experience is:

A high school diploma and one year part-time paid or volunteer experience in working with the public in providing a service rather than delivering a product. Experience in: public relations; developing and presenting educational programs; explaining rules and regulations; housekeeping; grounds keeping; grounds maintenance; or minor construction will be considered as qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Duties include frequent walking, climbing, and lifting full trashcans regularly weighing 50 pounds and occasionally up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents may be exposed to extremes of rain and snow and temperatures up to 115 degrees or below freezing, depending on location.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: June 25, 1982
Reviewed: Spring 2003
Revised: June 15, 2004**

Park Attendant (Seasonal) (Class No. 000735)

Union Code: NR

Variable Entry: Y